

PERSONNEL SELECTION CONSULTANT I

CONTINUOUS OPEN EXAMINATION FOR DEPARTMENT OF CONSUMER AFFAIRS

www.dca.ca.gov



The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is the objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

WHO MAY APPLY

Applicants who meet the minimum qualifications stated in this announcement and who have not taken the examination in the last 12 months may apply for this examination.

HOW TO APPLY

Please submit a **State Application (STD 678)** to the address indicated below. **DO NOT** SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CALHR). The State Application are available by clicking on the following link:

- [State Application \(STD 678\)](#)

WHERE TO APPLY

MAIL OR HAND DELIVER TO:

Department of Consumer Affairs
 Office of Human Resources
 Attn: Selection Services (S. Shea)
 1625 North Market Blvd, Suite N-321
 Sacramento, CA 95834

EXAMINATION CROSS FILING

If you are filing for both the Personnel Selection Consultant I and the Personnel Selection Consultant II, you may file one application. Indicate the title of each examination on the state application (STD 678).

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark "yes" on Question #2 on the State Application (STD. 678). The Selection Services & Recruitment Unit will contact you to make special testing arrangements.

CONTINUOUS FILING

Applications are accepted on a continuous basis. Examinations are scheduled as needs warrant.

SALARY RANGE

\$5417 - \$6730 per month.

*Salary reflects the increase effective 07/01/2017.

The salaries used in the bulletin may not reflect all pay raises or any additional bonuses. You should verify the salary level(s) with the department personnel office before making any commitments.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement on the date you submit your application to the address above. Your signature on your State Application (STD. 678) indicates that you have read, understood, and possess the basic qualifications required.

NOTE: All State Applications (STD. 678) must include: "to" and "from" dates (month/day/year); time base; and civil service class titles. State Application (STD. 678) received without this information will be rejected. Resumes will not be accepted in lieu of a completed State Application (STD. 678).

POSITION DESCRIPTION

This is the working supervisor level. Supervisory positions at this level typically supervise a small group of analysts or Test Validation and Development Specialists performing journey person level work and personally perform the most difficult or sensitive work. Nonsupervisory positions in this class are typically responsible for multiphase projects of a difficult and sensitive nature that may affect substantial numbers of personnel involving more than one department or agency.

POSITION INFORMATION

Spot Location for Sacramento Only. State Applications (STD. 678) will not be accepted on a promotional basis. Career credits do not apply.

**MINIMUM
QUALIFICATIONS**

Either I

One year of experience performing the duties of a Test Validation and Development Specialist II in the California state service. (Applicants who have completed six months of the experience requirement as specified above, will be admitted to the examination but they must satisfactorily complete one year of the experience before they can be eligible for appointment.)

Or II

Experience:

Three years of increasingly responsible experience in the development and evaluation of measures of human abilities or human performance and statistical analysis of data. (A master's degree in a behavioral science or statistics may be substituted for one year of the experience requirement; a doctoral degree in a behavioral science or statistics may be substituted for two years of the experience requirement.) (Experience in California state service applied toward this requirement must include at least one year of experience in a class comparable in level of responsibility to that of a Test Validation and Development Specialist II.) and

Education: Equivalent to graduation from college, including or supplemented by courses in statistics and either test and measurements or research methods. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

**EXAMINATION
INFORMATION**

Education & Experience – Weighted 100%

This examination will consist of an Education & Experience Examination and is the sole component of the Personnel Selection Consultant I examination. To obtain a position on the eligible list, a minimum score of 70% must be received.

**EXAMINATION
SCOPE**

Knowledge of:

1. Principles, procedures, and techniques used in personnel selection and/or occupational licensing-certification research, including research design and experimental methods.
2. Psychological principles, concepts, and theory.
3. Various tests and measurement techniques relating to personnel selection, including aptitude, achievement, and performance tests.
4. Statistics as applied to the quantitative methods in psychology and other social sciences.
5. Ethnic and cultural factors involved in the validation of selection methods.
6. Electronic data processing techniques related to social science research studies.
7. State and departmental equal opportunity and affirmative action policies.

Ability to:

1. Apply research principles and methods to research problems in personnel selection.
2. Prepare and evaluate research reports.
3. Apply professional knowledge in resolving complex selection problems.
4. Establish and maintain effective relationships with other staff members, public and private agencies, and organizations.
5. Teach research principles and methods to other staff members.
6. Carry out difficult research projects.
7. Do independent and creative thinking.
8. Utilize and apply effectively the required technical knowledge.
9. Interpret and apply pertinent provisions of the Constitution and the Civil Service Act and Personnel Board rules.
10. Maintain cooperative relationships with those contacted in the course of work.
11. Plan, organize and direct the work of others.
12. Speak and write effectively.
13. Effectively carry out State and departmental equal opportunity and affirmative action policies.

**ADDITIONAL
DESIRABLE
QUALIFICATIONS**

In appraising the relative qualifications of candidates, consideration will be given to the extent and type of pertinent training and expertise over and above that required under the "Minimum Qualifications". Preferred types of additional training and experience are:

1. A Ph.D. in Industrial Psychology with a dissertation in the field of personnel selection.
2. Public agency personnel selection experience.
3. Experience in the construction and validation of group-administered aptitude and achievement tests.
4. Experience or training in the field of cultural-fair testing, physical agility testing, medical standards, and training program evaluation.
5. Research experience and use of electronic data processing equipment.
6. Knowledge of a computer programming language appropriate for the statistical analysis of personnel selection data.
7. Experience which has provided exposure to the selection requirements of a wide range of occupations.

**ELIGIBLE LIST
INFORMATION**

A departmental open eligible list will be established for the Department of Consumer Affairs. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

**VETERANS
PREFERENCE
POINTS**

Veteran's preference credit will be added to the final score of those competitors who are successful in this examination and who qualify for and have requested these points through California Department of Human Resources (CalHR). Veterans who have achieved permanent civil service status are not eligible to receive veterans' preference credit.

QUESTIONS

If you have any questions concerning this announcement, please contact Stephen Shea at the Department of Consumer Affairs, Selection Services and Recruitment Unit, 1625 North Market Blvd, Suite N-321, Sacramento, CA 95834, (916) 574-8370.

TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.

From TDD Phones: 1-800-735-2929

From Voice Phones: 1-800-735-2922

GENERAL INFORMATION

The Department of Consumer Affairs reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned, change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

It is the candidate's responsibility to contact the Department of Consumer Affairs, Selection Services and Recruitment Unit, at (916) 574-8370 three weeks after the final file date if he/she has not received a progress notice.

Examination Locations: Test locations are determined by the number of candidates and are limited or extended as conditions warrant.

Applications are available at www.jobs.ca.gov, local offices of the Employment Development Department and the Department of Consumer Affairs.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be rated and scored according to pre-determined rating criteria. All candidates who pass will be ranked according to their scores.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Employment Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

Veterans' Preference: Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/VeteransInformation>, and the Department of Veterans Affairs.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways; 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Career Credits: In Open, Non-Promotional examinations, Career Credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful, in the examination.

CONDITIONS OF EMPLOYMENT
DCA 631A FORM

EXAM TITLE: Personnel Selection Consultant I, DCA
IDENTIFICATION NUMBER: _____

CANDIDATE NAME: _____

**POSITIONS ARE AVAILABLE
THROUGHOUT THE STATE**

If you are successful in this examination, your name will be placed on an active employment list and referred to fill vacancies according to the conditions you specify on this form. If, after you are contacted for a job, you are unwilling to accept work or do not reply promptly to the contact, you will be charged a waiver and your name will be made inactive. Your name will remain inactive until you request it to be made active again. However, On Open Employment Lists, after three such waivers, your name cannot be made active.

**TYPE OF APPOINTMENT
YOU WILL ACCEPT**

Please check – you may check all if you are willing to accept any type of employment.

☐ (D) PERMANENT FULL TIME ☐ (R) OTHER THAN PERMANENT FULL TIME ☐ (A) BOTH

**LOCATIONS IN WHICH YOU ARE
WILLING TO WORK**

Please place a check mark (✓) next to your choices – **You Will Not Be Offered A Job In Locations Not Checked.** If more than 15 selections are made, you may be considered available for work anywhere in the State.

☐ ANYWHERE IN THE STATE – If checked, no further selection is necessary

☐ 8004 ANYWHERE IN THE NORTHERN REGION or make Northern Region county choices below.

<input type="checkbox"/> 0400 Butte	<input type="checkbox"/> 2300 Mendocino	<input type="checkbox"/> 4600 Sierra
<input type="checkbox"/> 0600 Colusa	<input type="checkbox"/> 2500 Modoc	<input type="checkbox"/> 4700 Siskiyou
<input type="checkbox"/> 0800 Del Norte	<input type="checkbox"/> 2900 Nevada	<input type="checkbox"/> 5100 Sutter
<input type="checkbox"/> 1100 Glen	<input type="checkbox"/> 3100 Placer	<input type="checkbox"/> 5200 Tehama
<input type="checkbox"/> 1200 Humboldt	<input type="checkbox"/> 3200 Plumas	<input type="checkbox"/> 5300 Trinity
<input type="checkbox"/> 1700 Lake	<input type="checkbox"/> 4500 Shasta	<input type="checkbox"/> 5800 Yuba

☐ 8001 ANYWHERE IN THE CENTRAL REGION or make Central Region county choices below.

<input type="checkbox"/> 0100 Alameda	<input type="checkbox"/> 2200 Mariposa	<input type="checkbox"/> 4100 San Mateo
<input type="checkbox"/> 0200 Alpine	<input type="checkbox"/> 2400 Merced	<input type="checkbox"/> 4300 Santa Clara
<input type="checkbox"/> 0300 Amador	<input type="checkbox"/> 2700 Monterey	<input type="checkbox"/> 4400 Santa Cruz
<input type="checkbox"/> 0500 Calaveras	<input type="checkbox"/> 2800 Napa	<input type="checkbox"/> 4800 Solano
<input type="checkbox"/> 0700 Contra Costa	<input type="checkbox"/> 3400 Sacramento	<input type="checkbox"/> 4900 Sonoma
<input type="checkbox"/> 0900 El Dorado	<input type="checkbox"/> 3500 San Benito	<input type="checkbox"/> 5000 Stanislaus
<input type="checkbox"/> 1000 Fresno	<input type="checkbox"/> 3800 San Francisco	<input type="checkbox"/> 5500 Tuolumne
<input type="checkbox"/> 2000 Madera	<input type="checkbox"/> 3900 San Joaquin	<input type="checkbox"/> 5700 Yolo
<input type="checkbox"/> 2100 Marin		

☐ 8011 ANYWHERE IN THE SOUTHERN REGION or make Southern Region county choices below.

<input type="checkbox"/> 1300 Imperial	<input type="checkbox"/> 2600 Mono	<input type="checkbox"/> 4000 San Luis O
<input type="checkbox"/> 1400 Inyo	<input type="checkbox"/> 3000 Orange	<input type="checkbox"/> 4200 Santa Barb
<input type="checkbox"/> 1500 Kern	<input type="checkbox"/> 3300 Riverside	<input type="checkbox"/> 5400 Tulare
<input type="checkbox"/> 1600 Kings	<input type="checkbox"/> 3600 San Bernardino	<input type="checkbox"/> 5600 Ventura
<input type="checkbox"/> 1900 Los Angeles	<input type="checkbox"/> 3700 San Diego	

